



VILLAGE REVIEW AREA SIDEWALK TABLES AND CHAIRS P-2(D)

[Development Services](#)

Planning Division
1635 Faraday Avenue
760-602-4610
www.carlsbadca.gov

- ***Village Review Area Sidewalk Tables and Chairs:*** This application is to be used for processing requests for tables and chairs to be placed on the public sidewalks in the Village Review Area only. Applicants should review the attached "Location and Development Criteria" to determine whether or not they are eligible for a sidewalk tables and chairs permit before completing and submitting this application form.

The following represents the procedures which have been set forth for processing this administrative permit application:

1. The applicant may meet with Planning Division staff for conceptual review.
2. The applicant submits the permit application and the appropriate exhibits to the Planning Division with a check made payable to the "City of Carlsbad" in the amount specified for a Village Review Area Sidewalk Sign/Outdoor Display Permit on the latest adopted Fee Schedule. Note: If you have an approved permit for sidewalk tables and chairs at the same location at the time you submit this application, provide a copy and you will be exempted from payment of the fee.
3. The application is reviewed for completeness and identification of issues by the Planning Division and other appropriate city staff.
4. If the application is deemed complete, processing begins. The application is then reviewed by all appropriate departments and comments are provided to the Planning Division.
5. If not complete, the applicant is notified of the information required to deem the application complete.
6. If the project is approved, the applicant may proceed with installation of the tables and chairs and appropriate enclosure, if applicable within the public right-of-way.
7. If the project is denied, the applicant may appeal the decision to the Planning Commission within ten (10) calendar days of the decision.

A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.

The following supplemental information must accompany the completed application:

- I. SITE PLAN:** Three (3) copies of a site plan prepared on a 24" x 36" sheet(s) folded to 8½" x 11". The site plan shall include the following information:
 - ☐ a. Name and address of the business and plan preparer.
 - ☐ b. Location and dimension of tables, chairs and enclosure, if applicable.
 - ☐ c. Sidewalk dimensions.
 - ☐ d. Location and dimension of business building, including locations of, and dimensions of, entrances and exits to and from the building.
 - ☐ e. Location, height, and materials for enclosure, if applicable.
 - ☐ f. A summary table which includes the number of tables and chairs to be located inside the building and the number of tables and chairs to be located on the sidewalk (public right-of-way).
 - ☐ g. North arrow and scale for plans.

- II. **Three (3) copies** of building elevations and floor plans for the sidewalk tables and chairs; these plans must clearly reflect the design of the tables and chairs, their location on the sidewalk, and their relationship to the building.
- III. Applicant/permittee must sign an Indemnification Statement holding the City of Carlsbad harmless from any legal action resulting from business operations and/or the placement of any approved tables, chairs and/or enclosures for the tables and chairs within the public right-of-way.
- IV. The applicant/permittee must submit a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million. The City of Carlsbad shall be listed as "additional insured" on the Certificate. The Certificate must remain in effect for as long as the tables, chairs, and/or enclosures for the tables and chairs are within the public right-of-way.

Location and Development Criteria:

- 1. Sidewalk tables and chairs shall be limited to eating and drinking establishments only.
- 2. Tables and chairs should not unduly disrupt pedestrian and vehicular movement.
- 3. Tables and chairs must be placed a minimum of two feet from the curb to allow adequate space for the opening of vehicle doors.
- 4. A clear area of at least five feet in width must be maintained for pedestrian use over the entire length of the sidewalk in front of the business.
- 5. Tables are encouraged to be placed in line with tree wells, street lights and other street furnishing elements in order to maximize a linear unobstructed area.
- 6. Where tables are placed next to the building facade, a clear area of at least five feet in width must be maintained to building entries.
- 7. Tables must not block access to fire emergency facilities (i.e., fire hydrants).
- 8. Tables, chairs and umbrellas should be restricted to the frontage of the business, and should not encroach on the frontage of any adjacent business.
- 9. All sidewalk obstruction including non-permanent trash receptacles should be removed completely from the sidewalk area daily prior to the close of business.
- 10. Furniture should be of a uniform color and design and of substantial construction to withstand outdoor use. Umbrellas should be made of a wood or metal framework and should be covered with fabric. No vinyl umbrellas shall be permitted.
- 11. Trash receptacles should be provided by the eating or drinking establishments and the area of the sidewalk cafe must be kept free of litter.
- 12. The City Planner may approve temporary or permanent enclosures for the sidewalk cafe area as part of the sidewalk tables and chairs permit if the City Planner finds that the enclosure will not impede pedestrian traffic and is desired for other safety or aesthetic reasons.

Other Requirements:

- 1. An approved sidewalk tables and chairs permit remains in effect for as long as they are permitted within the Village Review Area and the permittee remains in compliance with the subject approved permit. No new permit shall be required unless the applicant ceases to use the sidewalk tables and chairs for a period of 6 months or longer; in this case, a new permit with the appropriate fee will be required. The approved permit, which remains in effect, may be amended without additional fees as approved by the City Planner.
- 2. The State Department of Alcohol Beverage Control (ABC) regulates the sale of alcoholic beverages. The applicant must obtain the appropriate permits and/or approvals from ABC prior to selling or serving alcoholic beverages to customers using the sidewalk tables and chairs.